

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Carpenter I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Builds, repairs and restructures various buildings and plants. Draws and deciphers blueprints, orders materials, performs general woodworking, painting and varnishing. Ensures facility conformance. Performs other duties as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|----|--|
| 1 | H | Performs general construction and maintenance to the interior and exterior of various buildings and plants by measuring, cutting and placing materials in areas to be repaired or resurfaced, repairing, replacing and making alterations to building components, reading and drawing blueprints to determine material requirements and collecting and delivering materials from the lumber company to job site. |
| 2 | L | Ensures facility conformance by inspecting and surveying facilities and grounds and meeting with contractors to inspect warranty work. |
| 3 | H | Performs other duties by supporting special events, installing bleachers, inspecting and installing playground equipment, delivering and inspecting heavy equipment, operating heavy equipment, assisting other shops and installing field goals. |
| 4 | VH | Maintains interior and exterior of facilities. This includes, but not limited to repair/replacement/alterations to windows, doors, locksets framed and masonry walls, modular systems, flooring, ceilings, carpet, cabinets, siding, roofs, flagpoles, foundations, boat ramps, finger piers, sidewalks, signage, fencing, bleachers, benches, playground equipment and other building components. |

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|--|--|
| Formal Education / Knowledge | Work requires knowledge necessary to understand basic operational, technical, office processes, and routine operation of machinery. Level of knowledge equivalent to four years of high school or equivalency. |
| Experience | Two years experience. |
| Certifications and Other Requirements | Valid Driver's License |
| Reading | Work requires the ability to read sketches or blueprints, directions, manuals, standard operating procedures, general correspondences, memorandums and letters. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. |
| Writing | Work requires the ability to write measurements and job completion reports. |
| Managerial | N/A |
| Budget Responsibility | N/A |
| Supervisory / Organizational Control | Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees. |
| Complexity | Normal tasks require use of definite procedures, with little deviation. Work requires little analysis or judgment. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and sales representatives. |

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary | Light | Medium | Heavy X | Very Heavy |
|--|---|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | F | Installation of materials, repair and maintenance |
| Sitting | R | Reading blueprints |
| Walking | F | To/from machines |
| Lifting | F | Tools, lumber, wood working tools, blueprints, measuring devices, instructions, paint, varnish, nails, hammer, molding |
| Carrying | F | Tools, lumber, wood working tools, blueprints, measuring devices, instructions, paint, varnish, nails, hammer, molding |
| Pushing/Pulling | F | Lumber, power saw or tools |
| Reaching | O | Putting ceiling molding on |
| Handling | F | Tools, lumber, wood working tools, blueprints, measuring devices, instructions, paint, varnish, nails, hammer, molding |
| Fine Dexterity | C | Using tools, drawing plans, writing |
| Kneeling | O | Sanding, general repair or maintenance |
| Crouching | O | Sanding, cutting, general repair or maintenance |
| Crawling | N | |
| Bending | O | Retrieval of tools or materials |
| Twisting | O | Retrieval of tools or materials |
| Climbing | O | Ladders |
| Balancing | O | On ladder |
| Vision | C | Use of power tools, general repair or maintenance, taking measurements, reading instructions, driving |
| Hearing | C | Co-workers, staff, supervisors, vendors, various City personnel, meetings |
| Talking | O | Co-workers, staff, supervisors, vendors, various City personnel, meetings |
| Foot Controls | N | |
| Other (specify) | N | |

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Table saw, electric miter saw, joint planer, electric sander, drills, electric planer, saber saw

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | D | Dirt and Dust | D |
| Chemical Hazards | M | Extreme Temperatures | S |
| Electrical Hazards | N | Noise and Vibration | D |
| Fire Hazards | N | Fumes and Odors | M |
| Explosives | N | Wetness/Humidity | S |
| Communicable Diseases | N | Darkness or Poor Lighting | M |
| Physical Danger or Abuse | N | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | -- |
| Warehouse | -- |
| Shop | X |
| Vehicle | -- |
| Outdoors | -- |
| Other (see 2 below) | -- |

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety goggles, mask

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | R |
| Emergency Situations | R |
| Frequent Change of Tasks | O |
| Irregular Work Schedule/Overtime | N |
| Performing Multiple Tasks Simultaneously | R |
| Working Closely with Others as Part of a Team | O |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | F |
| Other (see 3 below) | N |

(3)